DRAFT STATE INFORMATION TECHNOLOGY HUMAN RESOURCES STEERING COMMITTEE CHARTER

Charter Date	August 29, 2005 (Version 1)

Executive Sponsor	J. Clark Kelso, *State Chief Information Officer*

State Information Technology Human Resources Steering Committee	The State Chief Information Officer has convened a "State Information Technology Human Resources Steering Committee" which shall consist of the following persons: J. Clark Kelso, State Chief Information Officer*, Chairperson* - Floyd Shimomura, SPB - Mike Navarro, DPA - Anne Sheehan, DOF - Gloria Moore-Andrews, CalPERS - Nick Smith, SCO - Nick Dedier, Department of Justice

Background	Goal 5 of the California State Information Technology Strategic Plan addresses the need to "**Strengthen our Technology Workforce**". The Plan states: **"The State will strengthen its information technology workforce to meet the needs and challenges of supporting a large and complex public-sector organization in the 21st Century."** The structure of the state's technology workforce has not kept pace with the changing environment of technology. Skills needed to sustain critical legacy systems are being lost due to retirements. Yet, the state has not been able to acquire sufficient skills or capacity to develop, operate and/or maintain newer technologies and systems. With a wave of likely retirements facing us in the next three to five years, we must continue with appropriate succession planning which includes building an effective and comprehensive training program for IT staff and managers. *Objective 1 – Lead Succession Planning* **The State will engage in IT Succession Planning to assist in the transition of the State's IT workforce to the future generation of IT leaders.**

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Actions:

1. *By January 2006, the State CIO will convene a workgroup representing a broad cross-section of the State IT and HR community and business stakeholders to develop a succession plan for the IT workforce. The workgroup will identify the likely attrition of employees in IT classifications in the next three to five years, the skills gap of current and potential employees, and develop a plan for replacing qualified employees. This group will identify resources that can be used by state departments to complete their workforce and succession planning efforts.*
2. *By March 2006, the State CIO will request an inventory for the next four years of the IT skills needed statewide and a corresponding gap analysis of the state workforce skills projected to be available.*
3. *By August 2006, the State CIO, in collaboration with the Department of Personnel Administration (DPA) and the State Personnel Board (SPB), will develop a workforce and succession framework and plan for the IT workforce that can be used by individual departments in creating their own succession plans.*

Objective 2 – Modernize the Information Technology Classification Structure and Selection Tools and Methods

The State will modernize the classification structure and selection tools for its technology workforce.

Actions:

1. *By April 2006, the State CIO and the Model Action Plan for IT (MAP-IT) Team will develop a concept paper, or "roadmap", to modernize the classification structure and selection tools for the IT workforce. The roadmap must consider replacement of the State Personnel Board (SPB) legacy systems to ensure SPB's ability to support statewide IT and other current and future exam needs.*

Objective 3 – Expand Recruiting Efforts for Technology Professionals

The State will develop a modern, ongoing recruitment program for IT classifications. This program will include recruitment of technology employees from colleges and universities, the private sector, the state workforce, and other public sector employers.

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Actions:

1. *By January 2006, the State CIO, in partnership with the SPB and departmental business stakeholders, will develop a new recruitment strategy. The strategy should take into account, among other things, the lessons learning from the November 2005 Associate Programmer Analyst open exam.*
2. *By January 2006, the State CIO will convene the IT Council's HR Committee's Recruitment Workgroup to assist the SPB in the development of a statewide ongoing recruitment strategy for IT classifications for open IT examinations being given. Recruitment techniques that prove successful in the November 2005 Associate Programmer Analyst open examination will be evaluated, further developed and expanded for use with other IT open examinations. The recruitment strategy will focus on attracting well-qualified individuals with technology degrees and/or experience from colleges, universities, trade schools, and the private sector.*

Objective 4 – Provide Professional Development for Technology Personnel

The State will support and maintain a robust technology training program focused on leadership, communication, CIO and IT managers training, project management, network and infrastructure management, applications development and other skills necessary to support current and new technologies.

Actions:

1. *By March 2006, the IT Council's HR Committee Training Workgroup will establish a process to update and maintain the ITMA XII "IT Professional Development Curriculum & Catalog". This effort will be web-enabled and electronically available to improve the ability of state IT employees to meet the IT strategic goals of the state.*
2. *By June 2006, the IT Council's HR Committee Training Workgroup will identify and publish centers of excellence for IT specialty areas, such as security, GIS, project management, web development, database administration, and quality assurance to assist state agencies in addressing technical and capacity issues.*
3. *By June 2006, the IT Council's HR Committee Training Workgroup will draft a proposed leadership training program for CIOs, IT managers and supervisors and Information Security Officers (ISOs).*
4. *By December 2006, the IT Council's HR Committee Training Workgroup will draft a list of common competencies and a staff development strategy for the State's human resources practitioners so that they may be better equipped to help improve the IT workforce.*

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Purpose	In support of Objective 2 of Goal 5 of the Strategic Plan, the State Chief Information Officer has convened the State Information Technology Human Resources Steering Committee to guide development of a new ***TECHNOLOGY CLASSIFICATION STRUCTURE AND SELECTION METHODS.*** This effort supports the State modernization of the classification and selection methods for its information technology workforce to more accurately reflect the work functions and skills needed to develop, implement and maintain the applications solutions and technology infrastructure, including systems, services, programs, portals and features*.*

Organization and Structure	A. The State Chief Information Officer will serve as the Chairperson of the Committee. B. The Committee shall meet as often as it deems necessary, but not less than once each quarter. The Chairperson may call special meetings of the Committee as the Chairperson deems necessary. C. A quorum shall consist of four members of the Committee. All decisions of the Committee shall be made by a majority vote of the voting membership of the full Committee. D. The Committee may appoint a committee of one or more of its members to perform any act within the power of the Committee itself to perform.

Authority and Account-ability	A. The Committee is the guiding body for development of the ***TECHNOLOGY CLASSIFICATION STRUCTURE AND SELECTION METHODS***. B. The State CIO will, sometime before December 2005, identify one or more state agencies to lead the development and implementation of a sustainable Information Technology Human Resources project or projects for the State. The responsibility for that project or projects will lie with the selected state agency or agencies. The Steering Committee will *not* function as an oversight body for that project or projects. Instead, the Steering Committee will provide guidance to the selected state agency or agencies on the requirements for developing a sustainable enterprise Information Technology Human Resources System for use by other public agencies.

General Duties	A. The Executive Sponsor will ensure sustained executive support for successful development of one or more Information Technology Human Resources projects. B. The Committee Chairperson will oversee Committee activities to ensure informed, balanced and expeditious Committee decisions. The Committee

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	Chairperson will facilitate final arbitration on issues that cannot be resolved by the Committee.

Charter Modifications	This charter is to remain in effect until modified and approved by the Executive Sponsor.

Charter Approvals	Version 1:
	    State Information Technology Human Resources Steering Committee
	        meeting on _____, 2005	

	J. Clark Kelso, State *Chief Information Officer*	Date
	J. Clark Kelso Chief Information Officer State of California	December ___, 2005

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